



## VILLAGE HALL ROOM RESERVATION APPLICATION

To request a reservation for the Village Hall community room or Multi-Purpose room, please return the completed forms for **review** to [hhashim@montgomeryil.org](mailto:hhashim@montgomeryil.org). If approved, you will receive a confirmation email accepting the proposed date along with additional details. Applications must be **received four (4) weeks** prior to the proposed reservation date.

There is no fee associated to reserve either of the rooms however, a **refundable \$50.00 deposit may be required**. The deposit payable to the Village of Montgomery is due no later than ten (10) days in advance of the reservation. Groups utilizing the Village Hall on a consistent basis may roll over their deposit over the period of time that the room is used. The Village reserves the right to waive the room deposit fee for other government entities.

### Village Hall Room Reservation Rules and Regulations

- The rooms can **only** be utilized by Montgomery residents, local non-profit organizations, governmental bodies and Montgomery based HOA associations.
- Maximum capacity of the room are as follows:
  - Community room - maximum capacity of 25 people.
  - Multi-Purpose room - maximum capacity of 50 people.
- Meetings must adjourn by 10:00PM.
- Smoking is prohibited.
- Alcohol is prohibited.
- Food when applicable, should be prepared in a commercial kitchen.
- Animals are prohibited.
- The room is to be left in a clean condition after use. Failure to leave the facility in proper order could result in denial of future requests to use the facility or loss of deposit.
- Nails, tacks, tape, etc. are not to be used on the walls or marker boards. Any damage to the room will be the responsibility of the individual reserving the room. Damages will be assessed accordingly.
- The Village of Montgomery will not be held liable for loss of personal property or for personal injuries sustained by the guests or renter.
- Meeting participants are to remain in the assigned room or the public lobby area.
- Village Hall must be notified one day in advance of any cancellation at 331-212-9003. Village Hall reserves the right to cancel the use of the room.
- Tables and chairs are available (quantities are limited), but room set up is the responsibility of the applicant.
- Please read the [Meeting Room Policy](#) before completing and submitting this application.

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Name of Organization: \_\_\_\_\_

Contact Name #: \_\_\_\_\_

Billing Address:

\_\_\_\_\_



200 N. River St. | Montgomery, IL, 60538  
331-212-9003  
[montgomeryil.org](http://montgomeryil.org)  
[hhashim@montgomeryil.org](mailto:hhashim@montgomeryil.org)

Mailing Address:

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Primary Phone number (Cell preferred): -----

Primary Email address -----

Type of Organization

Government:

Not for Profit:

Other:

Description of Use: -----

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Date requested: -----

Time requested: ----- to -----

*The time requested will include 30 minutes prior for set-up and 30 minutes after for clean-up.*

Estimated attendance: -----

Which room are you looking to reserve?

Community room:  
(Capacity 25)

Multi-Purpose room:  
(Capacity 50)

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Signature of Organization Representative

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Date

*Please return the completed form to:*

Hameeda Hashim | 331-212-9003 | [hhashim@montgomeryil.org](mailto:hhashim@montgomeryil.org)

Deposit received: -----

Method of payment: -----

Approved by: -----

Date: -----